

MADERA COUNTY

DEPUTY DISTRICT ATTORNEY I DEPUTY DISTRICT ATTORNEY II/III

DEFINITION

Under general supervision (Deputy District Attorney I) or direction (Deputy District Attorney II/III), to provide a variety of professional legal services related to the criminal law through the District Attorney's Office; and to do related work as required.

SUPERVISION EXERCISED

Deputy District Attorney I

Exercises no supervision.

Deputy District Attorney II/III

May exercise technical and functional supervision over lower level staff.

DISTINGUISHING CHARACTERISTICS

Deputy District Attorney I--This is the entry professional level in the Deputy District Attorney class series. Positions at this level usually perform most of the duties required of the positions at the Deputy District Attorney II/III level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise. Incumbents are members of the California State Bar, but usually have little or no experience in the practice of law. Normal job assignments are performed under the guidance of a more experienced staff member and are mostly confined to the Municipal Court System.

Deputy District Attorney II/III--These are the full professional journey level positions in the Deputy District Attorney class series. Positions at these levels are distinguished from the Deputy District Attorney I level by the performance of the full range of duties as assigned, working independently, and exercising judgement and initiative. Positions at these levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. They are expected to handle assigned cases and legal issues with only occasional guidance from other legal staff. Positions in this class series are flexibly staffed and positions at the Deputy District Attorney II level are normally filled by advancement from the Deputy District Attorney I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Deputy District Attorney II level. Incumbents are members of the California State Bar.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Interviews complainants and witnesses in regard to prospective misdemeanor, felony, and criminal complaints including law violations related to controlled substances; conducts pleadings, arraignments, pretrial agreements, and other aspects of criminal trial work; review and assist in preparing search warrants; examine crime scenes and evidence; prepare bail review and bail increase/decrease motions; performs legal research; negotiates agreements with defense attorneys; makes recommendations on whether or not to proceed to trial, selection of jurors, prosecution of cases, sentences, and disposition of files; prepares correspondence and reports; presents and prosecutes penal code violations in Madera County Courts, and Appellate Courts, as appropriate; conducts citation hearings; consults with other District Attorney staff on questions of evidence and law and procedure related to specific legal problems; provides advice on search and seizure and development of evidence to local law enforcement personnel; handles specialized legal assignments for first legal impressions, Juveniles, or Child Support; consults with and coordinates implementation of legal procedures with the Director of Child Support Services; reads and approves Welfare Fraud cases prior to filing; trains new Child Support Specialists in legal procedures; directs investigations by law enforcement officials; and handles assignments/cases related to the full range of criminal conduct, including: agriculture crimes, gang violence, child abuse and insurance fraud.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Deputy District Attorney I

Knowledge of:

Principles of criminal, constitutional, and administrative law.
Judicial procedures and the rules of evidence.
Principles, practices, methods, and materials of legal research.
Legal procedures and documents used in court cases.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Learn to prepare and present criminal cases at all levels of the court system.
Research, analyze, and apply legal principles, facts, evidence, and precedents to legal problems.
Analyze and appraise a variety of legal documents and instruments.
Present statements of fact, law, and argument clearly and logically in written and oral form.
Deal tactfully and courteously with others when representing the Madera County District Attorney's Office.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Some professional legal experience is desirable.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar Association.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Deputy District Attorney II/III

In addition to the qualifications for a Deputy District Attorney I:

Knowledge of:

Operations, services, and activities of a District Attorney's office.

Ability to:

Independently perform the full range of duties.
Prepare and present criminal cases at all levels of the court system.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

II Level: One (1) year of legal experience comparable to that of a Deputy District Attorney I with Madera County.

III Level: One (1) year of legal experience comparable to that of a Deputy District Attorney II with Madera County.

Training:

Graduation from an accredited school of law.

License or Certificate:

Active membership in the California State Bar.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: November, 2005